

SPECIAL EXPENSE--RESTRICTIONS AND APPROVALS - Section 10

- 1.0 Membership Purchases*
- 2.0 Break Expense*
- 2.1 Meals Provided at Conference, Training or Meeting Sites*
- 3.0 Non-Profit Organizations--Workshops*
- 4.0 Service Awards*
- 5.0 Employee Tuition Reimbursement*
- 6.0 Authorization and Processing of Legal Settlements and Other Claims*
- 7.0 Funding Human Services During Residency Disputes*
- 8.0 Reimbursement of Business Calls on Personal Cellular Phone*
- 9.0 Allowable Federal Rental Rates for State-Owned Buildings*

SUMMARY OF SPECIAL EXPENSE

These policies concern reimbursements or other expenditures that have restrictions or require special approvals.

Division Administrator, or other approval, may be required for the following:

- *No memberships in professional or other organizations may be purchased with Department funds if the employee is the primary beneficiary of that membership. Membership purchase requests must be submitted to the Division Administrator or designee for approval. (SPECIAL EXPENSE 1.0)*
- *Meetings, conferences or training workshops must be necessary and in accordance with the mission of the Department in order for any costs to be incurred by the state. Break expenses may be allowed if the majority of attendees are non-state employees or facilities are not available in or near the meeting location to allow attendees to obtain break items on their own within a reasonable time. In some circumstances, approval must be obtained from the division Administrator or Deputy Secretary. See SPECIAL EXPENSE 2.0.*
- *DHFS may provide funds or printed material for cosponsored events if there is a formal written agreement signed by the Division Administrator or designee and a representative of the nonprofit agency specifying certain conditions. See SPECIAL EXPENSE 3.0.*
- *Service awards may be awarded to employees for recognition of extended or extraordinary service. Justification for awards that cost more than \$10 and \$50 must be approved by the Division Administrator or Secretary or designee, respectively. (SPECIAL EXPENSE 4.0)*